



# Employment Application

## ADMINISTRATIVE OFFICE OF COURTS

**RETURN TO:**

Administrative Office of courts,  
300 Dexter Avenue  
Montgomery, AL 36104-3741

**We Are An Equal Opportunity Employer**

1. When completing this application, list the specific job class(es) with the Unified Judicial System in which you are interested. Information on the type of jobs available within the system can be obtained from job announcements which are available in any Alabama State Employment Service Office, the Clerk of Court's Office in any State Circuit or District Court, and in the Personal Division of the Administrative Office of Courts, at the above address. Otherwise, job announcements normally will be available at all other locations where applications are available to the public.
2. ALL BLANKS MUST BE TYPED OR PRINTED IN INK.
3. CLASSES REQUIRING SKILL TESTS: Some job announcements require that the applicant successfully complete a "skill" test by an Alabama State Employment Service office. Applications of those who pass the appropriate "skill" test will be forwarded to the Personnel Division by the State Employment office which administers the tests. No application will be accepted from those who fail a required "skill" test.
4. CLASSES NOT REQUIRING SKILL TESTS: These applications must be mailed directly to the Administrative Office of courts, Personnel Division, 300 Dexter Avenue, Montgomery, AL 36104-3741, by the applicant.
5. Your application will be used to determine eligibility for the class(es) for which you are applying. Your application will be accepted or rejected based on the training and experience standards published in the job announcement issued by the Personnel Division of the Administrative Office of courts.
6. You will be notified of your score(s) within approximately six weeks after taking the written examination(s). Standing on a register will not be given for those classes which are open for continuous recruitment, because your position may change as names are deleted or new names are added to the register. NOTE: If you are determined to be unqualified for any class, you will be notified by mail.
7. REMOVAL OF ELIGIBLES FROM REGISTER(S): An applicants name will be removed from the register under any of the following conditions:
  - a. Written evidence that the eligible cannot be located by postal authorities.
  - b. Written evidence that the eligible no longer desires appointment to the class.
  - c. After the eligible has three times failed to reply, or upon being certified for a job vacancy, has declined an offer of employment.
  - d. Written evidence that the applicant falsified his or her application, or is otherwise unsuitable for employment.
8. Failure to give complete information will result in the return of your application.
9. It is the responsibility of the application to notify the Personnel Division of the Administrative Office of courts whenever there is a change of address. The U.S.Postal Service will forward mail for a limited time only.

## PART 1. – APPLICANT IDENTIFICATION

**PART II. – INDICATE ANSWER BY PLACING AN “X” IN THE PROPER BOX**

- PART III. – USE THIS SPACE TO CLAIM VETERAN'S PREFERENCE – CHECK TYPE AND ATTACH DOCUMENTS**

- Please Read: Persons honorably discharged from the Army, Navy, Air Force, Marine Corps, or Coast Guard are entitled to five points veteran's preference. The widow of such person who died in line of duty or the widow of a veteran who meets requirements of the preceding sentence, is entitled to ten points preference; a disabled veteran is entitled to ten points preference if he is eligible to receive compensation for a service connected disability; and the wife of a disabled veteran is entitled to ten points if the veteran cannot qualify because of his service connected disability.

**PART IV. – EMPLOYMENT DATA – INDICATE NO MORE THAN THREE JOB CLASSES FOR WHICH YOU ARE APPLYING**

I will accept ☐ TEMPORARY ☐ PART-TIME ☐ FULL-TIME employment. I will be available for work on \_\_\_\_\_

Month	Day	Year

**DO NOT WRITE HERE – FOR USE A PERSONNEL DIVISION**

[illegible]

**PART V. EDUCATION – Give Your Complete Educational History**

Did you graduate from high school or pass the high school equivalency test ? Circle your answer. Yes No

LEVEL	NAME & LOCATION	DATES				YEAR of COMPLETION	CRED. Hours	DID YOU GRAD?	DEGREE OR DIPL. & DATE	MAJOR SUBJECT
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Elementary or High School										
College										
Graduate or Professional										
Other Education, Intern., Etc.										

**PART VI. – CERTIFICATIONS, SKILLS, AND COURSES**

1. List field of work for which you are licensed, registered, or certified. Give date and source of Issuance.

2. List typing and shorthand skills, machines you can operate, and other skills in which you are proficient.

3. If the position applied for specific courses, indicate courses and credits received.

**PART VII. – EMPLOYMENT – This section must be completed even if a resume is attached.**

Answer questions for each period of employment; include previous employment with the State of Alabama, military service, and related volunteer work. Failure to give complete information will result in rejection of your application. Begin with your present or last position. If more space is needed, use a continuation sheet (Form No.PERS 22A)

A. Title of present or most recent position				Starting Salary	Last Salary
Date employed				Name & title of supervisor _____ No. emp .superv .by you _____	
Date separated				Employer _____ Address _____	
Full-time	Yrs.	Mos.	Duties _____		
Part-time	Yrs.	Mos.	_____		
If part-time, no. of hrs. worked /wk.				_____	
				Reason for leaving _____	

B. Title of next most recent position				Starting Salary	Last Salary
Date employed				Name & title of supervisor _____ No. emp .superv .by you _____	
Date separated				Employer _____ Address _____	
Full-time	Yrs.	Mos.	Duties _____		
Part-time	Yrs.	Mos.	_____		
If part-time, no. of hrs. worked /wk.				_____	
				Reason for leaving _____	

C. Title of next most recent position				Starting Salary	Last Salary
Date employed				Name & title of supervisor _____ No. emp .superv .by you _____	
Date separated				Employer _____ Address _____	
Full-time	Yrs.	Mos.	Duties _____		
Part-time	Yrs.	Mos.	_____		
If part-time, no. of hrs. worked /wk.				_____	
				Reason for leaving _____	

**CERTIFICATION AND CONDITION OF EMPLOYMENT AGREEMENT**

I certify that, to the best of my knowledge and belief, the statements given truly represent my background and experience, I hereby agree to accept compensatory time off instead of cash payment for any overtime I may work, if employed by the Unified Judicial System. I also certify (if applicable) that I have enclosed proof of my service registration in compliance with Act 91-584.

Date \_\_\_\_\_ Applicant's Signature : \_\_\_\_\_

<b>State of Alabama</b> Unified Judicial System Dept. of Court Mgmt. Form pers-22A 6/77	<h2 style="margin: 0;">EMPLOYMENT APPLICATION</h2> <h3 style="margin: 0;">-Continuation Sheet-</h3>	Date _____
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**D. Title of position** \_\_\_\_\_ **Ending Salary** \_\_\_\_\_

**Name & title of supervisor** \_\_\_\_\_ **No. empl. Superv. by you** \_\_\_\_\_

**Name of employer** \_\_\_\_\_ **Address** \_\_\_\_\_

Date employed		
Date separated		
Full-time	Yrs.	Mos.
Part-time	Yrs.	Mos.
If part-time, no. of hrs. worked /wk.		

**Duties** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Reason for leaving** \_\_\_\_\_  
 \_\_\_\_\_

**E. Title of position** \_\_\_\_\_ **Ending Salary** \_\_\_\_\_

**Name & title of supervisor** \_\_\_\_\_ **No. empl. Superv. by you** \_\_\_\_\_

**Name of employer** \_\_\_\_\_ **Address** \_\_\_\_\_

Date employed		
Date separated		
Full-time	Yrs.	Mos.
Part-time	Yrs.	Mos.
If part-time, no. of hrs. worked /wk.		

**Duties** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Reason for leaving** \_\_\_\_\_  
 \_\_\_\_\_

**F. Title of position** \_\_\_\_\_ **Ending Salary** \_\_\_\_\_

**Name & title of supervisor** \_\_\_\_\_ **No. empl. Superv. by you** \_\_\_\_\_

**Name of employer** \_\_\_\_\_ **Address** \_\_\_\_\_

Date employed		
Date separated		
Full-time	Yrs.	Mos.
Part-time	Yrs.	Mos.
If part-time, no. of hrs. worked /wk.		

**Duties** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Reason for leaving** \_\_\_\_\_  
 \_\_\_\_\_

**G. Title of position** \_\_\_\_\_ **Ending Salary** \_\_\_\_\_

**Name & title of supervisor** \_\_\_\_\_ **No. empl. Superv. by you** \_\_\_\_\_

**Name of employer** \_\_\_\_\_ **Address** \_\_\_\_\_

Date employed		
Date separated		
Full-time	Yrs.	Mos.
Part-time	Yrs.	Mos.
If part-time, no. of hrs. worked /wk.		

**Duties** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**Reason for leaving** \_\_\_\_\_  
 \_\_\_\_\_

### CERTIFICATE OF APPLICANT

I certify that, to the best of my knowledge and belief, the statements given truly represent my background and experience.

Date: \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND RESEARCH

(Federal Employment Opportunity Reporting and Research requires the following Information which is not used to evaluate your application – and is filed separately.)

Date of Birth

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sex      Male      Female      U.S. Citizen      Yes      No

Social Security No.

☐ 1. White  
☐ 2. Oriental  
☐ 3. Am. Indian

☐ 4. Black  
☐ 5. Spanish surnamed Amer

\*Act 91-584 mandates that persons required to register with the U.S. Selective Service System (ie., male citizens of the U.S. between the ages of 18 and 26) furnish proof of registration before any offer of employment, promotion, or advancement may be made by the State of Alabama.

A copy of the Selective Service registration must accompany this application.

**COMPLETE THIS SECTION IN ORDER TO BE SCHEDULED FOR WRITTEN EXAMS**

Written examinations will be given periodically in the cities listed below, indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices of test dates.

- 01 (    ) Florence
- 02 (    ) Huntsville
- 03 (    ) Gadsden
- 04 (    ) Birmingham
- 05 (    ) Tuscaloosa
- 06 (    ) Alexander City
- 07 (    ) Thomasville
- 08 (    ) Montgomery
- 09 (    ) Dothan
- 10 (    ) Mobile

If you qualify, you will receive notification of test date, time, and location.

**IMPORTANT  
PLEASE READ**

Applicants will be notified of their score(s) within approximately six weeks after taking the written examination(s). The standing on the registers for those passing examinations for classes which are open for continuous recruitment (see job announcement) will not be given due to the fact that relative positions will change as new names are added to or deleted from these registers.